

FIRE INSPECTOR I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises entrance level positions in the fire prevention division of the fire department. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform reinspections to ascertain that fire hazards have been corrected, and keep records of fire prevention work performed. The position is non-supervisory in nature, and fire inspectors work independently in certain designated areas with specific instructions for non-routine duties. Work is reviewed by this class ranks directly below that of Fire Inspector II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

In an established manner, inspects schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing systems, exit doors, and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building, etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations.

Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings.

Issues written violations for more serious offenses of fire codes; performs reinspections to assure that violations have been corrected; for uncorrected offenses, may issue misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down building with serious uncorrected violations of fire codes.

Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by

department policy; enters required information into computer bank (typewriter keyboard input); takes monthly report from computer on inspections needed and uses it to plan activities.

Establishes and maintains good public relations.
Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs.

Responds to fire alarms when called.

Issues tickets for parking in fire lanes.

Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies.

Performs other class related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of employment, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

Must have three (3) years experience in fire fighting, fire prevention, and/or fire safety inspections.

Must possess a valid driver's license.